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Class Specification
for the Class:

DATA PROCESSING CONTROL CLERK II
(DATA PROCESSING CONTROL CLK II)

Duties Summary:

Supervises and participates in the review and control of input and output data in a centralized electronic data processing operation for accuracy, completeness and propriety; assists in the establishment and revision of operating policies and procedures relating to data processing document control and review of operational flow; establishes and supervises and maintains a variety of control logs, ledgers, files, work libraries, source libraries and job control libraries; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by responsibility for supervising lower-level data processing control clerks and participating in data processing control functions. In addition, positions in this class assist computer operations supervisory personnel in establishing and revising operating procedures and policies for the work unit. Effective working relationships are maintained with subordinates, data processing operations schedulers, computer operators, key punch supervisors and personnel of user agencies.

Examples of Duties:

Supervises and participates in data processing control work according to operations procedures; plans control activities to ensure adequate resources of staff, equipment, supplies, etc., to meet production requirements; spot checks work in progress and completed work for adequacy, accuracy and timeliness; advises subordinates of proper control and review techniques; receives, reviews and verifies job control documents submitted by departments for completeness; reviews and evaluates procedures for the set up of resources for job processing (tapes, etc.) and the handling of output data to ensure completeness and accuracy; investigates causes of errors and

takes action and recommends preventive procedures; supervises the distribution of output to appropriate agencies; supervises and participates in the review of operations documentation prepared by programmers to ensure that all required forms are completed properly, that instructions are understandable and provide adequate information to cover potential problems in activities for which the control clerks are responsible; ensures that proper shift turnover is made at change of shifts; supervises reception activities relating to physical access to the computer center in accordance with established security procedures; provides information to the supervisor regarding adequacy of vendor services and the performance of equipment used by control clerks; orders and maintains an adequate supply of stock and departmental special forms to be used for computer processing; prepares reports notifying user departments as to the inventory of their special forms; compiles for management various reports relating to data processing control activities; supervises and participates in the maintenance of various control logs; maintains control of code numbers for magnetic tapes; initiates data sets as requested by programmers; supervises the initialization, cleaning, evaluation and recycling of tapes; participates with supervisors and other data processing staff in resolving problems associated with tapes; supervises follow-up for the release of tapes; establishes, supervises and maintains records of assignment and activity for all tapes in the computer center library; maintains an inventory of disk packs; assists in the establishment of adequate controls to insure timeliness and accuracy of input and output data; reports to the supervisor that vendor services have been provided such that payment is in order; identifies areas for improvement or development and assists in the revision or development of operational procedures; participates in the selection of new personnel; evaluates and rates subordinates; and plans and establishes vacation and other leave schedules to ensure that adequate staffing is available to provide a consistent level of service.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower level, must possess knowledge of general operating procedures of electronic computers relating to document control functions and the ability to assign and review the work of

others; analyze document listings and effect corrective action required; read and understand process charts; assist in recommending changes to operational procedures; and maintain effective working relationships with other staff personnel and user groups.

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This is an amendment to the specification for the class
DATA PROCESSING CONTROL CLERK II, approved on October 12, 1973.

DATE APPROVED: 9/4/80 Wayne Yamasaki
for DONALD BOTELHO
Director of Personnel Services